

DESCRIPTION OF SERVICES

The Commissioner of the Revenue is an elected Constitutional Officer who is responsible to the citizens of the County for the assessment of personal property, public utilities, and bank franchise taxes, as well as the processing of business licenses. The Commissioner also assists in the real estate assessments process by handling land transfers, updating records, taking applications from those who qualify for tax relief for the elderly and handicapped, preparing the Land Book, and meeting other State requirements. In addition, the Commissioner is responsible for assisting taxpayers in filing State Income Tax returns and in reviewing those returns for the State of Virginia.

BUDGET SUMMARY

	FY 03 Budget	FY 04 Adopted Plan	FY 04 Adopted
Personnel	\$ 456,297	\$ 472,235	\$ 473,637
Operating	50,900	38,900	31,100
Capital		20,000	20,000
Total	\$ <u>507,197</u>	\$ <u>531,135</u>	\$ <u>524,737</u>

PERSONNEL

Full-time Personnel	11	11	11
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WORKLOAD INDICATORS

	FY 03 Adopted	FY 04 Adopted Plan	FY 04 Adopted
Income Tax Returns Processed	15,000	15,000	13,000
Business Licenses	4,200	4,400	4,600
Personal Property Assessments	74,000	79,000	79,000

BUDGET COMMENTS

This budget includes funding for furniture for the Building B renovation. The State of Virginia has instituted an across the board 11 percent cut in funding for this department. The State Compensation Board is budgeted to contribute \$129,193 for FY 2004. The County's net cost is therefore expected to be \$391,788 in FY 2004.

MEMONet County Funding:

	FY 03 Adopted	FY 04 Adopted Plan	FY 04 Adopted
Total Budget	\$ 507,197	\$ 531,135	\$ 524,737
State/Other Revenue	<u>(134,757)</u>	<u>(134,757)</u>	<u>(129,193)</u>
Net County Funding	\$ <u>372,440</u>	\$ <u>396,378</u>	\$ <u>395,544</u>